

FLASH 2002-06

DATE:

January 28, 2002

TO:

Procurement Directors

FROM:

Office of Procurement and Assistance Policy, ME-61

Office of Procurement and Assistance Management

SUBJECT:

FedBizOpps Implementation Guidance

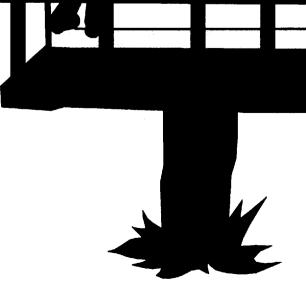
SUMMARY:

Federal Acquisition Circular (FAC) 97-26 implemented the interim rule that designated the Federal Business Opportunities ("FedBizOpps")

web site as the Governmentwide Point of Entry (GPE).

Mandatory use of the GPE for publishing acquisition information as described in Federal Acquisition Regulation (FAR) 5.2, "Synopsis of Proposed Contract Actions" was effective October 1, 2001. This Policy Flash provides answers to some frequently asked questions regarding the implementation of FedBizOpps

requirements.



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The Department uses a single, automated interface with FedBizOpps. The Industry Interactive Procurement System (IIPS) was enhanced to accomodate the collection and transmission of the required information for various synopses. As a result, Contracting Officers (CO) and Contract Specialist (CS) will need to become familiar with the FedBizOpps features functionality within IIPS. However, due to the underlying interface between IIPS and FedBizOpps, there is no requirement for CO's and/or CS's to register with FedBizOpps or to learn how to create, edit, and update synopses on the FedBizOpps web site. A FedBizOpps Administrator, Douglas Baptist in the Office of Management Systems and Services (ME-65), has been designated and is responsible for managing the Department's FedBizOpps account.

Complete procedures are provided in the IIPS Internal User Guide, which may be found under the Help button at http://e-center.doe.gov. Please note that only registered, internal IIPS users can "see" the guide. You must log in to IIPS prior to clicking on the Help button. Some of the most Frequently Asked Questions regarding the implementation are provided below:

Q. How does this requirement to use IIPS for sending information to FedBizOpps relate to the overall requirement to use IIPS as provided for in the April 3, 2001, memorandum on Implementing Electronic Commerce Intiatives?

The dollar threshold at which the information must be made publicly available through the GPE is \$25,000. Additionally FAR 5.101(a)(2) indicates that any action over \$10,000 must be displayed in a public place which may include an electronic medium such as the GPE. The April memorandum required the implementation and use of IIPS for certain acquisitions above the simplified acquisition threshold. Due to the new regulatory requirements, the use of IIPS was revised to require its use for any action that must be synopsized. For actions between \$10,000 and \$25,000, each office may elect to synopsize and conduct the action on IIPS or follow local procedures for displaying the synopsis and conducting the action. In the event the action is over \$25,000 and is being processed within DOE/C-Web, only the synopsis, solicitation, and revisions to either document must be completed on IIPS. The remainder of the process is completed in DOE/C-Web. Instructions for this scenario are provided in the DOE/C-Web and IIPS user guide.

Q. As the CO, what must I do to submit a synopsis or solicitation to FedBizOpps?

FedBizOpps requires that every initial submission take the form of a synopsis.

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As a result the CO or CS must initiate all actions in IIPS as a synopsis regardless of the action's ultimate purpose. For example, the CO wishes to issue a notice that a draft Performance Work Statement is available for comment. While IIPS provides a status specifically for this purpose ("Draft Documents Published"), the CO must use the "Synopsis Issued" status initially to ensure the submission reaches FedBizOpps. Once this has been accomplished, the IIPS page can be updated to reflect the more appropriate status of "Draft Documents Published."

Q. How do I know that my submission was sent to FedBizOpps?

An e-mail is sent to the CO and CS listed on the IIPS page stating that the notice was sent to FedBizOpps. During the period of October 1, 2001, to December 31, 2001, a separate notice was sent to the CBD concurrently. The submission should be viewable on the FedBizOpps web site shortly after its submission.

Q. Will the notices continue to go to the CBD after January 1, 2002?

No. Any office desiring to publish a notice after January 1, 2002 will need to provide the information separately. However, the last publication date for the CBD printed version will be January 4, 2002. Further, the CBDNet online database will be eliminated during the month of January 2002. The Office of Management Systems and Services has assumed responsibility for the costs for publication in the CBD prior to that date. After January 1, 2002, each individual office will be responsible for the payment.

Q. How long does it take for the notice to show up on FedBizOpps?

Approximately 20 minutes or less. Contact the IIPS Help Desk if your notice does not appear in a timely manner.

Q. Is there any place to practice this prior to submitting an actual notice?

The IIPS practice area can be used to become familiar with this new feature. The IIPS practice area sends the information to the FedBizOpps practice area, so users can see how the 2 systems function together.

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Q. Who do I call if I have problems or questions?

Assistance can be obtained from your local IIPS Point of Contact, the IIPS Help Desk, or the IIPS Project Manager. The IIPS Help Desk can assist users with systems questions and problems. They can be reached at 800.683.0751 or at IIPS HelpDesk@e-center.doe.gov DOE/C-Web users can obtain assistance by contacting the DOE/C-Web Help Desk at (301) 758-1832. Policy and acquisition and/or financial assistance procedural questions should be referred to Douglas Baptist at 202-586-0813 or at douglas.baptist@pr.doe.gov

For Questions related this Flash contact Douglas Baptist at (202) 586-0813, or via e-mail at douglas.baptist@pr.doe.gov

cc:

PPAG Members